



VOLUNTEER OPPORTUNITY:

Garden Librarian

LOCATION: San Luis Obispo Botanical Garden, off Highway 1 in El Chorro Regional Park, between San Luis Obispo and Morro Bay

NEED: Volunteers to assist with access, maintenance and development of the Garden Library.



JOB DESCRIPTION: Work on-site at the Garden on Tuesday mornings from 10:00 AM to noon and occasional work at home.

DUTIES AND RESPONSIBILITIES:

- Formulate policies pertaining to library operations
- Select materials for the library
- Catalog and prepare library materials for circulation
- Organize archival materials for the San Luis Obispo Botanical Garden
- Assist patrons with research and with locating materials including searching external database programs
- Shelve books and other library materials
- Promote and expand the use of the library
- Compile statistics and generate reports as needed
- Performing database maintenance in a library's automation system

QUALIFICATIONS AND REQUIREMENTS:

- Familiarity with using library automation systems
- Comfortable with cataloging materials, in particular with the Dewey Decimal System

TRAINING: On-the-job training on the SLOBG Library database and procedures will be provided by current volunteers. A general orientation to the garden and its mission will be provided.

COMMENTS: The SLOBG Library Collection contains materials focusing on the mediterranean climate regions of the world. Many of these resources are direct from the country of origin and are hard to find in this country.

**For more information contact the Director of Volunteers at
805.541.1400x305 or volunteer@slobg.org.**